



**PROCESS FOR ONLINE REGISTRATION OF REAL ESTATE AGENTS AS PER SECTION 9 OF THE REAL ESTATE (REGULATION AND DEVELOPMENT) ACT, 2016 IN THE HARYANA REAL ESTATE REGULATORY AUTHORITY, GURUGRAM**

**In case of Off-Line payment** for Real Estate Agent Registration, please make the payment through Bank Demand Draft in favour of “Haryana Real Estate Regulatory Authority” Payable at Gurugram

**For online payment** through NEFT/RTGS payment shall be made as under

1.	<b>Account Name</b>	Haryana Real Estate Regulatory Authority, Gurugram
2.	<b>Bank Name</b>	ICICI Bank
3.	<b>Account number</b>	103101002050
4.	<b>IFSC Code</b>	ICIC0001031

**Fees payable for categories in registration as per Schedule II**

<b>S No.</b>	<b>Type of agent</b>	<b>Registration fee</b>	<b>Renewal Fee</b>
1.	<b>For Individual including proprietorship firms</b>	50,000/-	10,000/-
2.	<b>Other than individual/sole proprietorship firms</b>	2,50,000/-	50,000/-
3.	<b>Fee for change in details of the real estate agent</b>	2,500/-	

## **PROCEDURE & CHECKLIST FOR REAL ESTATE AGENT RENEWAL**

**Step 1:** Login to Authority's web portal [www.hareraggm.gov.in](http://www.hareraggm.gov.in)

**Step 2:** Click on registration box of the two options select "**Agent**".

**Step 3:** Click on Agent "apply for extension".

**Step 4:** Dialogue box will appear, fill the old registration number for extension.

**Step 5:** After entering the old RERA number an OTP will be sent to registered mobile number and email id.

**Step 6:** Fill **FORM REA - IV** and attach all relevant documents.

**Step 7:** Deposit 1 set of **FORM REA - IV** with all the relevant documents in a cobra file on the reception desk of HARERA, Gurugram

**Step 8:** Upon scrutiny of documents by the officers/officials of the Authority, if found complete and in order by the Authority, real estate registration certificate shall be issued by the authority within a period of 30 days in **FORM REA-V**.

### **Every Real Estate Agent registered under section 9 of the Real Estate (Regulation and Development) Act, 2016 shall.**

- (a) not facilitate the sale or purchase of any plot, apartment or building, as the case may be, in a real estate project or part of it, being sold by the promoter in any planning area, which is not registered with the Authority.
- (b) maintain and preserve such books of account, records and documents as may prescribed.
- (c) not involve himself in any unfair trade practices, namely: -
  - i. . the practice of making any statement, whether orally or in writing or by visible representation which: -
    - (A) falsely represents that the services are of a particular standard or grade.
    - (B) represents that the promoter or himself has approval or affiliation which such promoter or himself does not have
    - (C) makes a false or misleading representation concerning the services.
  - ii. permitting the publication of any advertisement whether in any newspaper or otherwise of services that are not intended to be offered
- (d) Facilitate the possession of all the information and documents, as the allottee, is entitled to, at the time of booking of any plot, apartment or building, as the case may be.
- (e) discharge such other functions as may be prescribed.

## **PROCEDURE & CHECKLIST FOR REAL ESTATE AGENT REGISTRATION**

**Step 1:** Login to Authority's web portal [www.hareraggm.gov.in](http://www.hareraggm.gov.in)

**Step 2:** Click on registration box of the two options select "**Agent**"

**Step 3:** Click on Agent sign up

**Step 4:** Dialogue box will appear, fill the application for registration

**Step 5:** After successful signup agent id and password will be created

**Step 6:** Fill **FORM REA -1** and attach all relevant documents

**Step 7:** Deposit 1 set of **FORM REA-1** with all the relevant documents in a cobra file on the reception desk of HARERA, Gurugram

**Step 8:** Upon scrutiny of documents by the officers/officials of the Authority, if found complete and in order by the Authority, real estate registration certificate shall be issued by the authority within a period of 30 days in **FORM REA-II**



**List of Documents required to be uploaded for applying Real Estate Agent Registration.**

1. The brief details of his enterprise including its name, registered address, type of enterprise (individual, sole proprietorship, proprietorship, society, partnership, Company etc)
2. The particulars of registration (whether as a proprietorship, partnership, Company society etc. including the bye laws, memorandum of association, articles of association etc as the case may be.
3. Name, address, contact details and photograph of real estate agent, if it is an individual and Name, address, contact details and photograph of the partners, directors in case of other entities.
4. The authenticated copy of PAN CARD of the real estate agent.
5. The authenticated copy of the address proof of the place of business. (address should be commercial and not residential).
6. Such other documents and information as may be specified by regulations.

**List of Documents required to be uploaded for applying REAL Estate Agent renewal.**

1. All the **“updated”** documents as mentioned above from point 1 to 6.
2. Balance Sheet and P&L for last FYs.
3. Transaction register comprising of all the transaction done and percentage of commission charged in the previous quarter.
4. In case of partnership firms, partnership deed must be registered.